



COMMANDER IN CHIEF, U.S. PACIFIC COMMAND

(USCINCPAC)

CAMP H.M. SMITH, HAWAII 96861-5025

USCINCPACINST 3830.1E

J223D

27 August 1986

USCINCPAC INSTRUCTION 3830.1E

Subj: INTELLIGENCE DISSEMINATION

- Ref: (a) DIAM 59-1, Intelligence Dissemination
(b) DIAM 59-4, Defense Intelligence Thesaurus (DIT)
(c) DRS-2600-4830-85, Statement of Intelligence Interest for the DIT (SII/DIT Workbook)
(d) DDM-2600-397-85, Intelligence User's Guide
(e) DRS-2600-4751-YR, Collateral Recurring Documents Listing (CRDL)
(f) DRS-2600-2023-YR-SI, Sensitive Compartmented Intelligence Recurring Documents Listing (SCIRDL)

- Encl: (1) Primary K-Account Managers
(2) Listing of K-Accounts Subordinate to USCINCPAC and each Primary K-Account Manager
(3) Sample Mission and Functions Statement

1. Purpose. To establish policies and guidance for the management of intelligence dissemination requirements within the U.S. Pacific Command (USPACOM) to include: (1) the management of Defense Intelligence Agency (DIA) K-Accounts; (2) the procurement and maintenance of required intelligence publications (references (a) through (f)); (3) command responsibilities for SII; and (4) validation requirements. This instruction is completely revised.

2. Cancellation. USCINCPACINST 3830.1D.

3. Policy

a. To ensure that a viable intelligence dissemination program is developed for USCINCPAC and its components to satisfy intelligence requirements at all levels of command.

(1) The DIA is chartered to oversee a DOD-wide intelligence dissemination program and provide centralized dissemination services. The Central Reference Division (RTS-2) has been charged with accomplishing the DIA mandate.

(2) In accordance with reference (a), USCINCPAC and its components will submit requirements through USCINCPAC Management Division Intelligence Directorate (J22) to DIA for final validation. Within J22, J223D has been delegated cognizance over the program.

(a) Validation is the process of certifying that a customer's requirements are consistent with and necessary for the accomplishment of the organization's assigned mission. It verifies that the customer has a need to know and is authorized to receive and store the security level and compartmentation of documents requested (see chapter 3, reference (a) for further criteria of validation).

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(b) The Primary K-Account Managers listed in enclosure (1) are responsible for supervising subordinate accounts, providing supplemental guidance, and validating requirements prior to submission to USCINCPAC J22. Accounts subordinate to each Primary K-Account Manager are listed in enclosure (2).

b. To establish an account, a prospective customer must submit requirements through the validation channel. A current Mission and Functions Statement will accompany the requirements. The mission statement should provide a concise yet thorough description of the organization's function; the emphasis is on SPECIFICITY. A very limited mission statement supports the dissemination of only very limited intelligence. Upon final validation and approval by DIA, RTS-2C assigns a customer number. All USCINCPAC accounts are identified by the prefix "K" and three numerics.

c. It is essential that each K-account holder have a working knowledge of this instruction and its references. K-account holders are responsible for the initial submission, maintenance, and periodic revalidation of Statement of Intelligence Interest (SII) requirements (see paragraph 4, this instruction, for definition of an SII) as well as submitting requests for secondary (one-time) dissemination of documents. When developing the SII, K-account holders must complete a Mission and Functions Statement (enclosure (3)). Supplemental guidance to enclosure (3) is provided in subparagraphs (1)-(7) below and is keyed to the corresponding paragraphs of enclosure (3).

(1) Customer number, etc: Self-explanatory.

(2) Type of Mission:

(a) Delineate mission and classify accordingly: This includes both the stated/formal mission of the organization as well as any implied mission(s). For example, if USCINCPAC's mission is to secure the sea lanes of communication in the South China Sea, this implies it must also neutralize the offensive air/sea capability of country X.

(b) Intelligence Mission/Function: Self-explanatory.

(c) List OPLANs/CONPLANs for which responsible: Self-explanatory.

(d) This may be as simple as, "conducts offensive/defensive combat operations to..."

(e) Using the codes in reference (b), the areas must match up with/be limited to those necessary to accomplish the mission or function. For example, if an organization's mission was limited to the defense of Country Y in the USPACOM, a requirement for intelligence on area N5 (Caribbean Islands) would be inappropriate and not validated.

(f) Subjects of primary concern: List in descending priority the chapter headings from reference (b) those subjects of primary concern to your

organization (e.g., Armed Forces, Transportation, Physical Environment, Biographics). This becomes critical if there are more requestors for a document than the number of copies available; this priority listing becomes the "tie breaker" in deciding which K-accounts get a copy of the document.

(3) Unique Intelligence Requirements: This includes but is not limited to special operations, unconventional warfare, counter terrorism, and VIP protection.

(4) Intelligence Support Responsibilities: May be applicable. For example, CINCPACFLT may have a requirement to provide ship Research and Development (R&D) intelligence to a tenant whose function is Naval Ship R&D.

(5) Intelligence Production Responsibilities: Don't limit to just "publications." This could include intelligence annexes to OPLANs, preparing target folders, etc. The "key" is to whom is the production being given/sent and from where does the tasking come. Normally only those organizations that produce finished intelligence (e.g., Intelligence Center Pacific (IPAC), Fleet Intelligence Center Pacific (FICPAC)) are eligible to receive Intelligence Information Reports (IIRs). Receipt of IIRs may be authorized if an account can identify a gap in finished intelligence or specify a current operational need and submit strong justification with the request.

(6) Special Projects and/or Analytical Requirements: Unique and most likely one-time requirements where there is a current void in intelligence. Examples would be a Tunnel Study for North Korea or the "tree cutting" incident in Korea. For most K-accounts, the response here will be "NA" as these projects usually are initiated through an Intelligence Production Requirement.

(7) Administrative Concerns: Self-explanatory.

(8) DD Form 638 (reference (c)) will be utilized to submit requirements from the DIT (reference (b)). The form is used to obtain Nonrecurring Finished Intelligence (NRFI), IIRs, and initial issues of recurring publications. When forwarding these requirements for validation, the DD Form 638(s) along with the Mission and Functions Statement will become enclosures to the letter of transmittal (sample in reference (a)). While the Mission and Functions Statement will be properly classified, the DD Form 638(s) will not be marked with any classification since information from this form is converted and processed through an unclassified computerized data bank.

(a) Guidance for completing DD Form 638 is contained in reference (c).

(b) For those accounts eligible to receive IIRs (para 3c(5) above), the following information expands on guidance provided in reference (c):

1. IIR enclosures which are 50 pages or less and do not exceed 11" x 14" are produced in hard copy only. These are automatically reproduced and disseminated with the IIR.

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2. IIR enclosures that are oversized (e.g., a one page map) or more than 50 pages are available in microfiche only. Distribution of this type enclosure takes place 14-60 days after dissemination of the basic IIR.

3. If a customer desires to receive an IIR enclosure regardless of its size, it is recommended that blocks 24, 25, 26, and 27 be entered on DD Form 638. This ensures, when the enclosure is oversized or more than 50 pages, the customer will receive an administrative notice with the basic IIR giving a "heads-up" that a microfiche enclosure will be forthcoming.

4. If a customer does not have microfiche capability and/or does not desire to receive enclosures longer than 50 pages, only blocks 24 and 25 of DD Form 638 should be completed.

(9) If requested, DIA RTS-2C will assist K-account holders by developing an SII for individual accounts providing a Mission and Functions Statement has been submitted through the validation chain.

(10) Guidance for submitting finished recurring requirements is contained in reference (a).

(11) Changes to any of the SII requirements as well as changes to the Mission and Functions Statement may be made at any time. As with initial/periodic submission of the SII, changes will be forwarded through the validation chain. Secondary (one-time) requests for intelligence publications by K-accounts are also forwarded through the validation chain.

(12) Secondary (one time) requests:

(a) When requesting a document that is recurring, state in the remarks section of the DD Form 1142 either "requestor does not desire future changes or editions" or "in addition to this request for the basic document and all changes to date, request K---'s CRDL be amended from -- copies to -- copies for future changes and/or issuance of new editions."

(b) When ordering a hard copy of any finished product, state in the remarks section of the DD Form 1142 whether microfiche is acceptable if a hard copy is unavailable/out-of-stock.

4. Definitions

a. K-Account: Used interchangeably with "customer." Is an authorized recipient of intelligence products produced through the DIA delegated production program.

b. Customer: Used interchangeably with "K-account."

c. DIT: A standard subject listing of approximately 3,500 terms heavily weighted toward military subject and used for the dissemination, storage, and retrieval of intelligence material.

d. DIT Worksheet: Formerly referred to as a SII. DD Form 638, the DIT Worksheet, is the method by which authorized recipients identify necessary intelligence and intelligence information according to subject and geographic areas.

e. Finished Recurring Intelligence (FRI) Publications: Evaluated intelligence which is either produced on a periodic basis and generally covers the same type subject and/or area, or is subject to frequent revision.

f. Information: Unevaluated material of every description which may be used in the production of intelligence.

g. Intelligence: The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information which concerns one or more aspects of foreign nations or of areas of foreign operations and which is immediately or potentially significant to military planning and operations. Finished intelligence, studies, information reports (IIRs), bulletins, maps, charts, target materials, and photography are examples of materials which may be included.

h. Intelligence Dissemination: The conveyance of intelligence in suitable form to accounts needing it.

i. Intelligence Documents: Paper or microform copies of substantive intelligence reports, studies, publications, and information reports produced by or for the DIA, intelligence elements of the Military Departments, the U&S Commands, Central Intelligence Agency (CIA), Bureau of Intelligence and Research (INR) of the State Department, and the intelligence agencies of foreign nations.

j. IIR: Unevaluated (raw) information collected to fulfill intelligence requirements.

k. Intelligence Requirements: Any subject, general or specific, upon which there is a need for the collection of intelligence information or the production of intelligence.

l. NRFI Publications: Evaluated intelligence covering specific subjects and/or areas of research published on an unscheduled or one-time basis.

m. Secondary Distribution: Issuance of a copy of a publication from stock in response to a specific request after initial dissemination has been accomplished; or the loan of a copy of a publication from the DIA library collection.

n. SII: A customer's entire requirement for IIRs, NRFI, FRI. This package constitutes a detailed profile of the customer's mission, function, and areas of responsibility.


o. Validation: The process of certifying that a customer's requirements are consistent with and necessary for the accomplishment of that

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organization's assigned mission and that the customer is authorized to receive and store the security level and compartmentation of documents requested.

5. Apparent conflicts between this instruction and either references (a) through (f) or other guidance should be brought to the attention of USCINCPAC J223D. Pending resolution, this instruction will take precedence over guidance other than that issued by DIA.


WILLIAM H. SCHNEIDER
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Deputy USCINCPAC/Chief of Staff

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Lists I, IIA and B (1 cy ea)
DIA (RTS-2C) 5 cys

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PRIMARY K-ACCOUNT MANAGERS

CINCPACFLT

CINCPACAF

CDRWESTCOM

COMUSJAPAN

USFK

CG FMFPAC

Enclosure (1)

LISTING OF K-ACCOUNTS SUBORDINATE TO USCINCPAC
AND EACH PRIMARY K-ACCOUNT MANAGER

- K005 USCINCPAC Validates For:

K007 COMUSJAPAN
K010 USFK
K051 OMADP INDONESIA
K101 PACOPS
K300 IPAC (LIBRARY)
K302 USAWESTCOM
K312 IPAC (CODE PE)
K313 IPAC (CODE IA)
K314 IPAC (CODE PT)
K315 IPAC (CODE IT)
K339 JCRC
K500 CINCPACFLT
K605 FMFPAC

- K007 COMUSJAPAN Validates For:

K320 USARJAPAN

- K010 USFK Validates For:

K011 CIOC USELE USFJ-J2
K052 COMBATSUPCOORDTMN01
K053 COMBATSUPCOORDTMN03
K122 19TH SUPCOM
K340 CBDFLDARMY (ROK/US)
K342 2ND INF DIV
K343 1ST SIGBDE (USAISC)

- K101 PACOPS/INAU Validates For:

K100 PACAF 548 RTG
K114 5TH TAIRCG
K115 5TH AF
K116 8TH TFW/IN
K117 18TH TFW
K118 51 TFW
K119 497TH TFS/IN
K120 326 AD/IN
K121 432 TFW/IN
K201 13TH AF
K203 6TH TAC INTEL GP

- K302 WESTCOM Validates For:

K303 29TH ENG BN (TOPO)
K304 6386TH USAR STDYGP
K305 25TH INF DIV

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- K500 CINCPACFLT Validates For:

K033 COMOCEANSYPAC	K645 FOSIF WESTPAC	K687 COMSPECBOATU 11
K311 DIRNSGPAC	K650 COMNAVSURFPAC	K688 COMFLETRAGRUSDIEGO
K319 NAVFAC ADAK	K651 NSURFPACREPLONG BCH	K690 COMMATVAQWINGPAC
K322 NAVFAC GUAM	K655 COMPHIBGRU 1	K710 FISC WESTPAC
K324 NAVFAC SAN NICOLAS	K657 COMNAVMARIANAS	K721 PATWNGONEDETS (42P2)
K325 NAVFAC CRTVLE BCH	K658 COMUSNAVPHIL	K725 COMPATWING 2
K326 NAVFAC COOS HEAD	K659 COMNAVFORKOREA	K729 AIRTEVRON 4
K331 NAVFAC PACIFIC BCH	K660 COMTRAPAC	K730 AIRTEVRON 5
K338 TRITRAFAC	K661 CNFK DET CHINHAE	K734 COMTACGRU 1
K365 NUWPNTRAGRUPAC	K662 COMPATWING 1	K735 TACRON TWELVE
K367 NAVPHIBSCH CORO	K663 COMPATWING 10	K736 FAIRECONRON 1
K368 NAVOCEANPROFAC	K665 CARAEWRONS (42DD2)	K737 CARAIRWING 5
K408 COMLATWINGPAC (42B2)	K666 COMASWWINGPAC	K738 CARAIRWING 9
K411 FAIRECONRON 1 DET	K668 COMSUBPAC	K739 CARAIRWING 11
K433 COMNAVSPECWARU 1	K669 COMSUBPACREPWESTCO	K740 CARAIRWING 14
K434 COMNAVSPECWARGRU 1	K673 UDT 11	K741 CARAIRWING 15
K435 COMPHIBGRU 3	K675 SEAL TEAM 3	K745 CARAIRWING 2
K502 COMPATWINGSPAC	K678 FLTCOMBTSYSTRAUPAC	K752 FAIRECONRON 3
K505 FICPAC	K679 FLTCORGRU 1	K759 TACELRON-34
K510 COMNAVFORJAPAN	K681 DEPCOMOPTEVFORPAC	K760 TACELRONS (42Z2)
K514 COMTHIRDFLT	K682 OT&EFDET SUNNYVALE	K761 TACELRON-129
K515 COMSEVENTHFLT	K683 COMFLETRAGRUWSTPAC	K762 TACELRON-130
K520 LFTCPAC	K684 COMFLETRAGRUPEARL	K763 TACELRON-131
K525 COMNAVAIRPAC	K685 COMSPECBOATRON ONE	K764 TACELRON-132
K530 CMBDSVCSUPPSCOLPAC	K686 TACTRAGRUPAC	K765 TACELRON-133

K766 TACELRON-134	K898 COMPHIBRON 3
K767 TACELRON-135	K899 COMPHIBRON 5
K768 TACELRON-136	K900 COMPHIBRON 7
K769 TACELRON-137	K937 PATWINGSPACDETADAK
K770 TACELRON-138	K945 COMFIT/AEWWINGPAC
K771 TACELRON-139	K952 FASOTRAGRUPAC
K772 TACELRON-140	K954 FASOTGPACD MOFFETT
K800 COMCARGRU (28A2)	K961 ATKRONS (42K2)
K801 COMNAVSURFGRUMDPAC	K965 FITRONS (42L2)
K802 COMCRUDEDGRU (28B2)	K966 VFA-125 (42GG)
K803 COMDESRONS (28D2)	K967 AIRANTSUBRON (42N2)
K813 COMINERON 5	K969 PATRONS (42P2)
K819 COMPHIBRONS (28L2)	K970 PATROL 4 DETSPPROJ
K824 COMNAVSURFGRU WPAC	K971 COMNAVSUBTRACENPAC
K826 COMSUBGRU 7	K972 SUBTRAFAC SDIEGO
K828 COMSUBGRU 9	K977 FLTCOMBATDIRSSACT
K834 COMCBPAC (39B2)	K981 FLECOMPRONS (42R2)
K840 COMCARGRU 1	K984 HELSUPPRONS (42U2)
K841 COMCARGRU 3	K986 HELASRONS (42BB2)
K842 COMCARGRU 5/CSF7FL	K987 HELASRON LIGHT 31
K843 COMCARGRU 7	K988 HELASRON LIGHT 37
K890 COMSUBRONS (28K2)	K989 HELASRON LIGHT 33
K895 COMSUBDEVGRU ONE	K990 HELASRON LIGHT 35
K896 COMSUBGRU 5	K992 HELASRONLIT (42CC2)
K897 COMPHIBRON 1	

- K605 FMFPAC Validates For:

K306 27TH MAR	K610 FIRSTMARDIV
K307 1ST FIIU	K611 FIRSTMARBRIG
K308 3RD FIIU	K612 THIRDMARDIV
K309 3D FSSG	K613 FIRSTMAR
K310 1ST FSSG	K614 FOURTHMAR
K405 FIRST MARBDE	K615 THIRDMAR
K406 MAG 24 46C1	K616 TWELFTHMAR
K412 MAG 11 46C1	K617 FIFTHMAR
K413 MAG 12 46C1	K618 SEVENTHMAR
K414 MAG 13 46C1	K620 NINTH MAB
K415 MAG 15 46C1	K621 NINTHMAR
K416 MAG 16 46C1	K622 FIFTH MAB
K418 MAG 36 46C1	K629 MCCRTG-10
K421 MAG 39 46C1	K632 THIRD MAF
K426 MACG-18	K700 SEVENTH MAB
K427 MACG-38	K746 FIRSTRADBN
K436 MAG 70	K880 FIRST CIT
K516 FIRST MAF	K881 THIRD CIT
K601 FIRSTMAW	K882 SIXTH CIT
K603 THIRDMAW	K883 SEVENTH CIT
K607 THIRTEENTH MAU	K884 NINTH CIT
K608 ELEVENTH MAU	K885 ELEVENTH CIT
K609 ELEVENTHMAR	K886 THIRTEENTH CIT
	K887 MARBKS SUBIC RP

SAMPLE MISSION AND FUNCTIONS STATEMENT

Purpose: To provide the validation authority with sufficient working knowledge of your organization to service your intelligence requirements. A valid requirement must meet three criteria: (1) need to know (not just nice to have), (2) proper facilities to secure the information, and (3) personnel with the proper clearances to have access to the information.

MISSION AND FUNCTION INFORMATION

To provide a thorough description of you organization's mission and functions consider/include the following (as applicable).

1. DIA customer number, short and long title names, official mailing address (to include actual location).
2. State if the organizational mission is operational (if so, specify planning, administrative, educational, etc.).
 - a. Provide as much detail as required to accurately reflect your mission and classify accordingly.
 - b. The intelligence mission/function of this organization is as follows: (brief functional statement outlining intelligence responsibilities of the organization's intelligence section).
 - c. List OPLANS/CONPLANS for which the organization is responsible to include a statement re: Any joint or combined operational responsibilities.
 - d. List assigned OPLAN/CONPLAN mission responsibilities of the organization.
 - e. List the organization's geographic area(s) of responsibility as directed by OPLAN/CONPLAN requirements. List by geographic area, country, and/or water body code as found in DIAM 59-4.
 - f. List the subjects of primary concern for this organization. Use the chapter headings in the Defense Intelligence Thesaurus.
3. List unique intelligence requirements to support OPLAN/CONPLAN responsibilities.
4. Intelligence support responsibilities to subordinate and to other commands such as to a tenant organization (identify any indications and warnings responsibility).
5. Intelligence production responsibilities (include not only in-house originated production but delegated production -- distinguish and list in-house originated products and delegated products). Justify receipt of IIR's if command has not stated responsibility for finished production.

Enclosure (3)

6. Special projects and/or analytical requirements.

ADMINISTRATIVE CONCERNS

1. Communication facilities -- in reference to receipt of SIGINT traffic: speed of printer and manpower to process.
2. Microfiche read capability.
3. For those organizations receiving IIR's, number of personnel processing intelligence.
4. Operational line and block chart for the organization.
5. Point of contact -- name, position, phone Comm/AV/Secure (NSA and KY).
6. Identify organization's level of accreditation for receipt and storage of material (to include sub-compartments). Your organizations accreditation will be verified in the DIA compartmented address book; therefore, please insure your organization is properly listed.